

**NOTE:** Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

**TITLE, SERIES, GRADE:** Supervisory Information Technology (IT)  
Specialist, GS-2210-13

**SALARY RANGE:** GS-13: \$75,123.00-\$97,658.00\* per year

**\*NOTE:** Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

**TYPE OF APPOINTMENT:** Permanent/Full Time

**PROMOTION POTENTIAL (IF ANY) TO:** None

**VACANCY ANNOUNCEMENT NUMBER:** 05-EDCA-26 (MS)

**AREA OF CONSIDERATION:** Permanent competitive service employees in all United States Attorney's Offices, plus well qualified surplus and displaced employees (CTAP) in the local commuting area of Sacramento, California.

**OPENING DATE:** 11/29/05

**CLOSING DATE:** 12/05/05

**DUTY LOCATION(S):** United States Attorney's Office, Eastern District of California, Sacramento, CA

**NUMBER OF VACANCIES:** One

**POINT OF CONTACT:** Martha Bryant

**CONTACT PHONE:** 916-554-2749

**TDD:** None

**E-MAIL ADDRESS (For Information Only):** martha.bryant@usdoj.gov

**Send application package to:** United States Attorney's Office  
ATTN: Human Resources Office  
501 I Street, Suite 10-100  
Sacramento, CA 95814

Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period may/may not be required. Satisfactory completion of a one year supervisory probationary period may/may not be required.

**DUTIES:** Supervises subordinate staff. Plans work to be accomplished by subordinates, sets goals and priorities, and prepares schedules for completion of work. Assigns work to

subordinates based on difficulty of assignments and staff capabilities. Evaluates work performance of subordinates. Provides technical advice and assistance to resolve problems referred by staff. Interviews candidates for positions in the unit and makes tentative selections subject to approval by the Administrative Officer. Hears and resolves complaints and grievances from employees, referring to supervisor and/or Human Resources Officer only those of a complex or precedent-setting nature. Effects minor disciplinary measures as required. Identifies developmental and training needs of staff. Identifies and implements ways to improve production and customer service and increase the quality of the work of the unit. Oversees and/or performs advanced and complex systems design, development, test, and implementation of substantially new applications of IT technology to meet specialized, unique, or unprecedented needs of the District. Oversees and/or performs essential "IT Manager" tasks associated with day-to-day operation of one or more of the following District IT systems: IT systems, litigation support systems, or case management systems. These duties include a wide range of information technology support to meet District information management needs utilizing network and/or litigation support hardware and software capabilities. Specifically, assignments encompass the following: IT systems/Network administration, systems security, internet, litigation support services, case management, and customer support. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions, Administrative and Management Positions, issued by the Office of Personnel Management. To be found eligible at the GS-13 level, applicants must have at least 52 weeks of specialized experience which is related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of this position. To be creditable, this experience must be equivalent to at least the GS-12 level in the Federal service. Specialized experience is defined as providing technical and analytical assistance which support the information needs of an agency or public sector organization. Evaluates and resolves hardware and software problems, litigation support projects or case management assignments and adapts precedents or makes significant departures from standardized approaches to meet user requirements. Specialized experience is also defined as experience supervising or leading subordinate staff to include assigning work, evaluating performance (or providing feedback to higher level supervisory staff on performance of subordinates), interviewing candidates and making recommendations for selection of staff, determining training needs of staff, and providing counsel regarding disciplinary or performance concerns.

Applicants must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

**EVALUATION METHODS:** Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of information technology concepts, principles, methods and practices as applied in a United States Attorney's Office environment. (Describe experience in which this knowledge was gained to include the types of systems supported, such as network systems, litigation support, case management, etc., and the level of this experience.)
- 2) Ability to Supervise. (Describe any experience supervising or leading a group of subordinates and the highest level of supervision attained in the organization. Describe the types of duties performed in a supervisory or managerial role.)
- 3) Ability to explain, advocate and negotiate with individuals and groups internally and externally to include customer support. (Describe experience negotiating with others and experience providing customer support in an information technology environment and the nature and level of those interactions.)
- 4) Ability to apply project management principles,

methods, tools, and techniques for planning and managing support to automated information systems. (Describe project management experience to include how this experience was used to effectively plan and manage multiple priorities, projects, and time lines. Describe how you readjusted priorities to effectively achieve objectives.)

**HOW TO APPLY:** Applications received under this announcement will be rated under merit staffing procedures only.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

**PERSONAL INFORMATION:**

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veteran's preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

**EDUCATION:**

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts to verify education requirements are met

**WORK EXPERIENCE:**

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

**OTHER QUALIFICATIONS:**

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested)

**OTHER DOCUMENTATION:**

- a) A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)
- b) A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. **CTAP CANDIDATES:** To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above based upon the responses to the knowledge, skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please

annotate the application to indicate that you are applying as a CTAP eligible. CTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

**4. OTHER INFORMATION:** Applications must be received or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. If applicable, employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice and is subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.